



# A Guide to USQ Student Printing

Papercut Print & Print Express  
**[usq.edu.au/student-printing](https://usq.edu.au/student-printing)**

Take full control of your printing needs





# What is Papercut Print & Print Express

## [usq.edu.au/student-printing](http://usq.edu.au/student-printing)

Papercut Print and Print Express are easy to use web-based interfaces which help you take control of your printing needs anytime, anywhere.

**Papercut Print** is networked to a fleet of self-serve printers/copiers on all campuses.

**Print Express** is available to print from the study desk or print your own file with postage options.

Papercut Print	Print Express
24/7 total self-serve printing solution.	Submit, pickup or delivered.
Submit files online through our web-based interface (anywhere from any computer with internet access).	Order, pay and submit your file online through our Print Express web-based interface (anywhere with internet access).
Pay and collect jobs at printers/copiers located at all campuses (see the list on Page 9 for printer/copier locations).	Collect orders at the Print Kiosk on Toowoomba campus or Bookshop at Springfield and Ipswich or direct to your door.
A4/A3 Colour and B&W printing available.	A4/A3 Colour and B&W printing available.
Scan and Copy functions at all printers/copiers.	More services available – Spiral Binding, Covers, Paper Type.



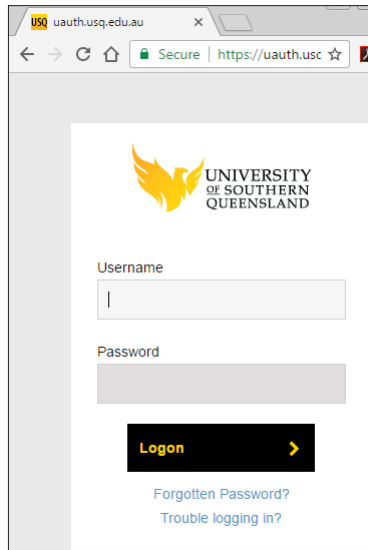
## Printing from a USQ Computer

Choose print and select the relevant printer (see instructions on releasing your print job).

## Printing from a non-USQ Computer

### WEB SUBMIT

1. Go to **www.usq.edu.au/student-printing** and select Papercut Print.  
OR go directly to **https://papercutprint.usq.edu.au**
2. Login using your UConnect credentials.



uauth.usq.edu.au

Secure | https://uauth.usc

UNIVERSITY OF SOUTHERN QUEENSLAND

Username

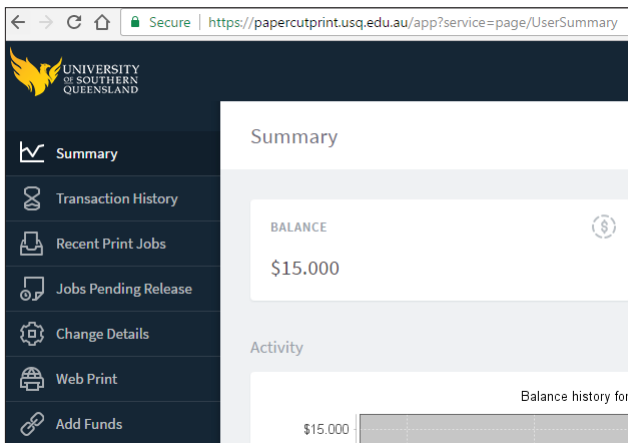
Password

Logon >

[Forgotten Password?](#)

[Trouble logging in?](#)

3. Click on Web Print



Secure | https://papercutprint.usq.edu.au/app?service=page/UserSummary

UNIVERSITY OF SOUTHERN QUEENSLAND

Summary

Transaction History

Recent Print Jobs

Jobs Pending Release

Change Details

Web Print

Add Funds

Summary

BALANCE

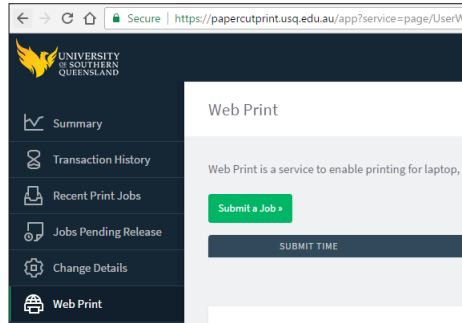
\$15.000

Activity

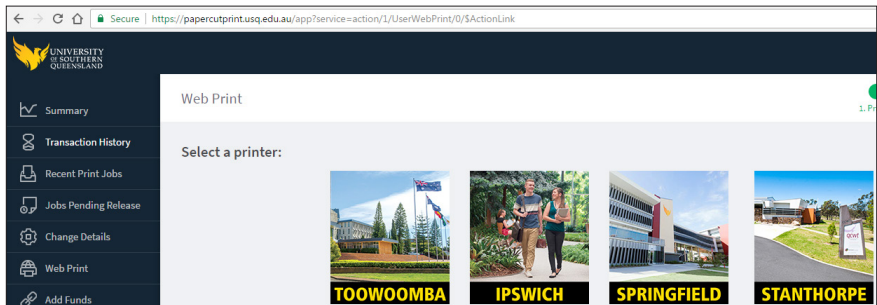
Balance history for

\$15.000				
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4. Click: Submit a Job >>



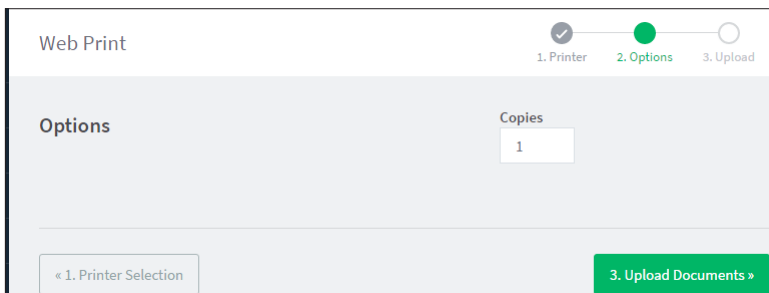
5. Click on the campus you wish to print at



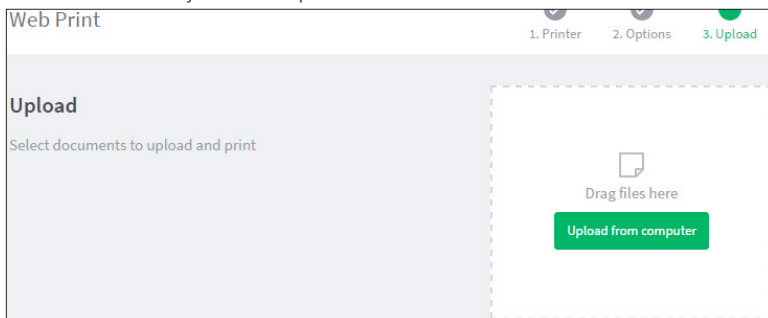
6. Click on your Printer type



7. Set the number of copies and click: 3.Upload Documents >>



## 8. Upload the documents you wish to print



The screenshot shows the 'Web Print' interface. At the top, there are three steps: '1. Printer', '2. Options', and '3. Upload', with '3. Upload' being the active step. The main area is titled 'Upload' and contains the text 'Select documents to upload and print'. On the right, there is a dashed rectangular box with a document icon and the text 'Drag files here'. Below this box is a green button labeled 'Upload from computer'.

Either drag the files into the dashed outline or click “Upload from computer” browse to the file/s you wish to print and click open.

Repeat until you have uploaded all the documents you wish to print.

## 9. The files will upload. When the status changes to “Held in a queue” they are ready to be printed at a Papercut Print enabled Printer.

Web Print					
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.					
<a href="#">Submit a Job</a>					
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twb_WebPrint_B&W_DoubleSided	BW_single.docx			Submitting: Queued in position 1.
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twb_WebPrint_B&W_DoubleSided	BW_single.docx			Rendering job ...
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twb_WebPrint_B&W_DoubleSided	BW_Double.pptx			Rendering job ...
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twb_WebPrint_B&W_DoubleSided	Colour_Double.pptx	17	\$1.300	Held in a queue
Sep 18, 2017 12:39:29 PM	printq-prd-41(Twb_WebPrint_B&W_DoubleSided	Colour_Single.pdf	1	\$0.100	Held in a queue

If there are any error reported first check you have uploaded a supported file type and then try again.

If it fails again please contact us for assistance.

## Supported file types for Web Submit and Email to Print

Microsoft Excel,

Microsoft PowerPoint,

Microsoft Word,

PDF,

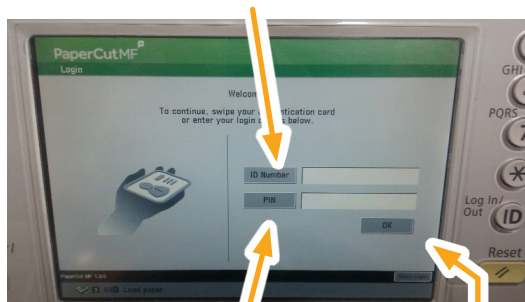
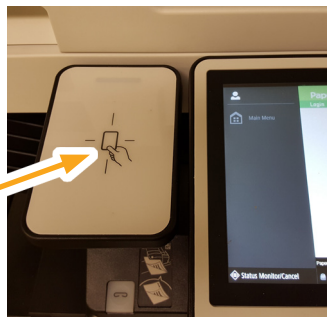
Picture Files: JPG, TIF,GIF and PNG.

# Releasing a Job at a PaperCut Print Enabled Printer

1. Swipe your student card against the scanner on the printer

OR

Tap 'ID Number' and type in your 10 digit student ID



2. Tap 'PIN' and type in your PIN then tap 'OK'.

3. Tap 'OK' to login.

4. The next screen displays your 'Held Print Jobs'

EXAMPLE:

**Student number:** w1234567

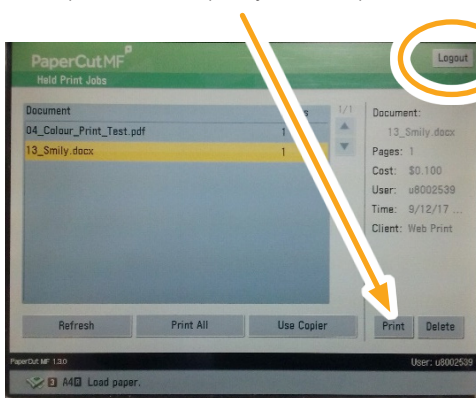
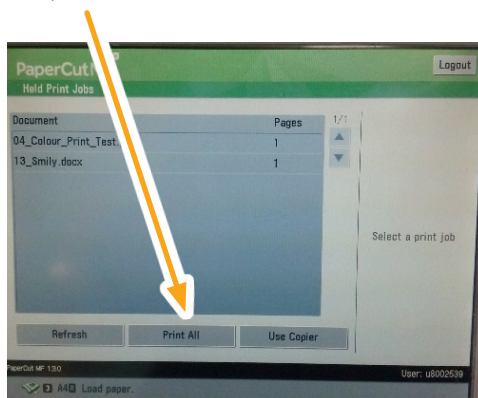
**10 digit student number:** 0051234567

- If your student number starts with 'X', replace 'X' with: 000
- If your student number starts with 'Q', replace 'Q' with 001
- If your student number starts with 'D', replace 'D' with 003
- If your student number starts with 'W', replace 'W' with 005
- If your student number starts with 'U', replace 'U' with 006

Tap Print All

OR

Tap an individual print job then tap Print



5. Remember to tap 'Logout' when you are finished.

**PLEASE NOTE: Queued print jobs expire 18 hours after they are submitted.**

# Add credit to your print account

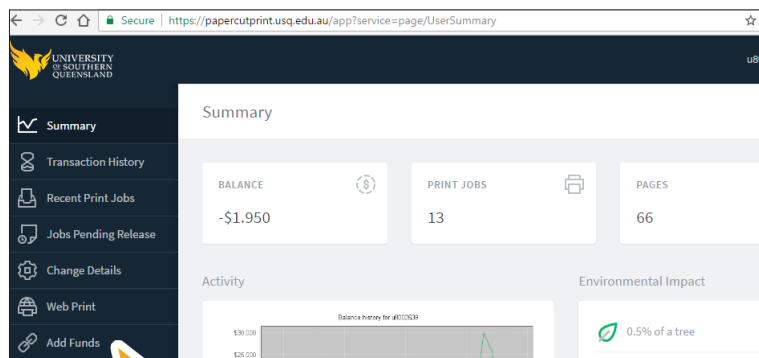
All students who are currently enrolled will be allocated \$50 into their Gift Account at the beginning of each semester.

Gift Account funds will be cleared at the end of Semester 3 for that year.

Additional credit can be added online or purchased from Omnia Books & Beyond.

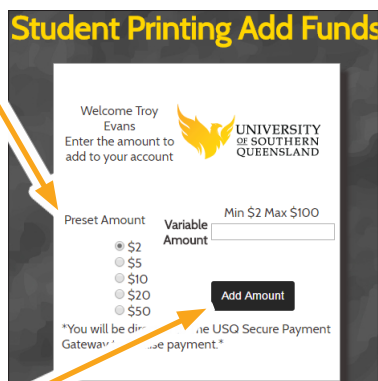
1. Visit <https://papercutprint.usq.edu.au>

2. Log in with your UConnect credentials.



3. Select 'Add Funds'


4. Choose how much credit you would like to add



5. Click Add Amount



6. Check the value to be added and click Process Payment



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Online payment & registration

USQ Home | Contact us


[Payment Home](#) [Pay Invoice](#) [My Account](#) [Staff Sign in](#)

Items: 1 Total: \$2.00

[University of Southern Queensland](#) [Donations, Sales and Payments TEST](#) [System Integration](#)

USQ Web Payments Selections

This is a list of your payment selections. To proceed, please select Process Payment.



PaperCut

Remove

Quantity1

Item: Amount\$2.00


Total\$2.00

Grand Total\$2.00

Process Payment

Cancel

7. Select your Payment Method



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USQ Home | Contact us


[Payment Home](#) [Pay Invoice](#) [My Account](#) [Staff Sign in](#)


Items: 1 Total: \$2.00

[University of Southern Queensland](#) [Donations, Sales and Payments TEST](#) [System Integration](#)

Payment Method


This is a list of different ways you can pay for your selections. To proceed, please select one of the following methods:

 Log in to your account to include this transaction in your payment history



My Account


Log in to use stored Card



Visa or Mastercard

Pay using your card without creating an account

8. Enter your credit card details



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Online payment & registration

Payment Card Details

To proceed with this payment, enter your card details and click Pay Now or select a different payment method.

NumberQ1190375

Amount\$2.00


Fee\$0.00

Emailtroy.evans@usq.edu.au


Cardholder NameName on card

Card NumberCard Number

Expiry DateMM / YY

Security Code (CVV)CCV 

Amount Payable \$2.00

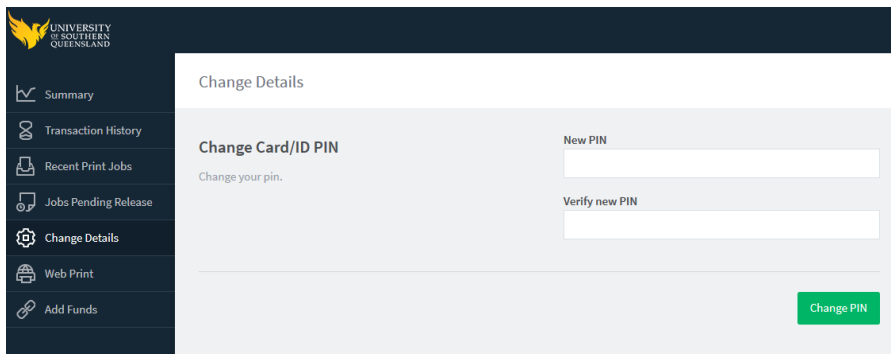
Pay Now

9. Click Pay Now

7

# How to set or reset Papercut Print PIN

1. Visit <https://papercutprint.usq.edu.au>
2. Click on Change Details.
3. Enter your new PIN into the two fields.
4. Click the Change PIN button.



The screenshot shows the 'Change Details' page of the USQ Papercut Print system. On the left is a dark blue sidebar with the USQ logo and a list of menu items: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details (highlighted), Web Print, and Add Funds. The main content area has a light gray background. At the top, it says 'Change Details'. Below that, the section is titled 'Change Card/ID PIN' with the instruction 'Change your pin.' To the right of this text are two input fields: 'New PIN' and 'Verify new PIN'. At the bottom right of the main content area is a green button labeled 'Change PIN'.

If you require assistance with this process or continue to have problems please contact Ellipsis Media Print Kiosk ([Print.Kiosk@usq.edu.au](mailto:Print.Kiosk@usq.edu.au)).

## For more help:

Check out

**[usq.edu.au/student-printing](https://usq.edu.au/student-printing)**  
and Ask USQ for Students

# Location of Printers/Copiers

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## **Toowoomba**

R Block Hub Level 1, Computer Zone\*

R Block Hub Level 2, Print Zone\*

R Block Level 3, Library

Engineering Z Block Level 3

CISER T Annexe TA110

\*During R Block refurbishment, printer located in 24/7 Lab C305

## **Springfield**

Library A Block Level 1, Room A110

iConnect B Block Level 1, Room B153

## **Ipswich**

Library H Block Level 2, Room H208 (24 hour student lab)

Library H Block Level 2, Room H210

Entry Level 3 B Block, Outside Student Computer Lab B366

## **Stanthorpe**

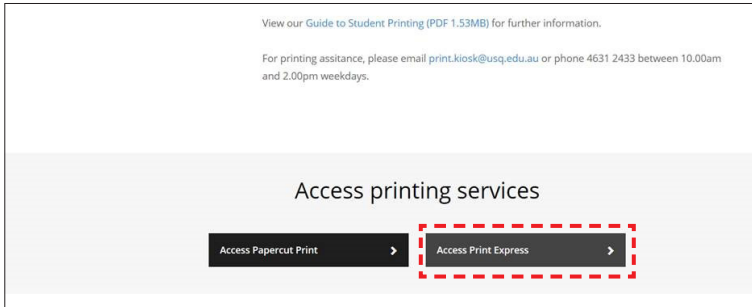
Classroom E4 E Block



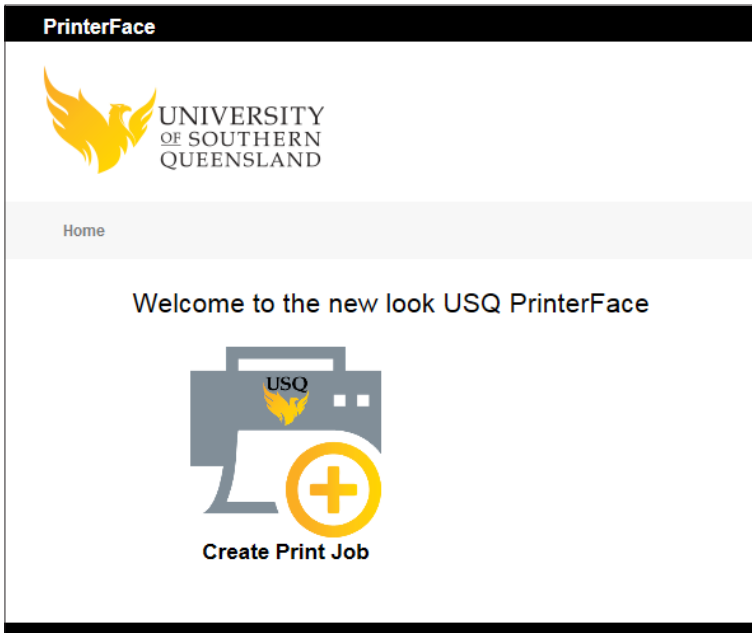
# Print Express

## To submit files to Print Express for printing

1. Log on to **[www.usq.edu.au/student-printing](http://www.usq.edu.au/student-printing)**
2. Choose "Access Print Express"



3. Log in using your USQ username and password, then choose "Create Print Job"



#### 4. Add your file/s and indicate Copyright category

Content to Print

Add a  for printing

☐ Files are confidential — delete after production

Order Details

Job Title

Copyright

Copyright Warning

Use of print material must comply with Copyright Law and licence arrangements. Your material must fall into one of the following categories:

- ☐ I own the copyright in this item.
- ☐ Copyright in this material is owned by the University of Southern Queensland.
- ☐ Written permission has been obtained to copy this material (copy of permission to be attached below).
- ☐ This material is from an online journal database which allows copying by the University of Southern Queensland under the terms of the database licence (See Licence summaries at - [Licence\\_Summaries\\_for\\_Electronic\\_Resources](#)).
- ☐ This material complies with the terms of Part VB of the Australian Copyright Act (which includes no more than 10% of the total number of pages or one chapter of a book, 10% of the total number of words of an electronic resource, one article per issue of a hardcopy journal or newspaper).

This job cannot proceed if the use falls outside of these categories. For more information, contact the Copyright Officer on 4631 2682 or [copyright@usq.edu.au](mailto:copyright@usq.edu.au).

#### 5. Choose next and complete your print options

Choose the options you want for your order.

Copies

Page Size

Page Weight

Printing

Pages Per Sheet

☐ Make a booklet? (saddle stitching)

Stapling

Binding

☐ Add a clear plastic front?


☐ Include front cover?

☐ Include back cover?

☐ Hole punch your document?

6. Check the specifications of your print job and choose “Add to Cart”

Verify that the details you have specified and the PDF you are about to send are correct.



This is the document to be printed. Please view it to make sure that everything is correct.  
[Click here to view your PDF proof](#)

Please check the summary below and if any details are incorrect then click the Previous button and correct them before continuing

**Job Specification #8 - A4 USQ Ruled Pads.pdf**  
**Client**  
Name: Sue Mills  
Owner Email: sue.mills@usq.edu.au  
Phone Number: +61 7 4601 2070  
Contact Email: sue.mills@usq.edu.au  
**Requirements**  
Number of Copies: 10  
**Copyright**  
I own the copyright in this item.  
Cost: \$0.69 ex GST.  
**Item #1 - A4 USQ Ruled Pads.pdf (Document) [\$0.07 ex GST in total per copy]**  
**Document Contents**  
PDF Proof: MergedSources.pdf  
Generated from source document:  
A4 USQ Ruled Pads.pdf (one page)

7. Continue to check out.

Enter the contact details for your order

Customer   
Email   
Phone Number

Enter the delivery details for your order

Delivery Method   
Pickup Location   
Located in Building O3, Toowoomba Campus.  
Hours: Monday to Friday 8:00am - 5:00pm.  
Recipient

Choose a payment method

Billing Method

**Order**  
[Create Print Job: A4 USQ Ruled Pads.pdf](#)  
10 \$0.69

8. Then “Place Order”

Indicate whether you are to collect print job or have it delivered.

Pick up options at Toowoomba, Springfield and Ipswich Campuses are available. Australia Post deliveries incur an extra cost.

**Payment methods available:**

Credit Card or Print Account. Cash and eftpos are available prior to printing by calling in to Print Kiosk, Toowoomba Campus.



# USQ Student Print Kiosk

Open 10am – 2pm, Monday – Friday

(07) 4631 2433

[print.kiosk@usq.edu.au](mailto:print.kiosk@usq.edu.au)

[usq.edu.au/student-printing](https://usq.edu.au/student-printing)